

## Module 4 – Safety & Risk Management

### Section 1 – Safety Management

#### Introduction

- a) Importance of Safety / Employees/Customers/Visitors
- b) Cost – Hidden and True
- c) Impact on Work Productivity

#### A. Senior Management Leadership

- 1) Commitment
- 2) Support
- 3) Policy
- 4) Published Statement of Policy
- 5) Establishing Culture

#### B. Risk Control and Safety Committees

- 1) Corporate Level
  - a) Loss Control Initiates
  - b) Accountabilities/Compliance/Scorecards
  - c) Injury rates per: Man-hours/Sales/Rankings
  - d) Broad based Analysis/Trends
  - e) Loss Control Action Plans/ Seasonal
  - f) Participation at Highest levels
- 2) Location Level
  - a) Analysis and Trends
  - b) Hazards – Action
  - c) Compliance to Policy / Program
  - d) Inspections

### C. Program Elements

- 1) Written Manuals
- 2) Established Processes
  - a) Communication
- 3) Compliance
  - a) Audits
  - b) Inspections
  - c) Management Commitment
- 4) Identifying Hazards/Behaviors
- 5) Trends
- 6) Training/ Education
  - a) New Hire
  - b) Management
  - c) Special Positions/Equipment
- 7) Awareness
  - a) Sanctions
  - b) Incentives
  - c) Promotional Materials – General/Targeted
- 8) Performance Measurements
  - a) Frequency/ Rates
  - b) Standards/Compliance
- 9) Focus/Target Locations or Positions

### D. OSHA

- 1) Reporting Requirements
- 2) Inspections
  - a) Formal/Informal

- b) Handling an Inspection
- 3) Special Programs –BBP, HAZCOM, Lockout/Tag-out

#### E. Accident Reporting

- 1) Customer/ Visitor
- 2) Employee
- 3) Products
- 4) First Aid

#### F. Fire Protection

- 1) Inspections- High Hazards
- 2) Sprinkler Types and Controls
- 3) Fire Doors / Fusible Links
- 4) System Impairments
- 5) Alarms
- 6) Testing

#### G. Special Issues

- 1) Asbestos
- 2) American Disabilities Act
- 3) Life Safety Codes

## **Section 2 – Risk Management**

### Introduction to Risk Management

- a) Definitions
- b) Framework

A. Techniques to Manage Risk

- 1) Avoidance
- 2) Reduce the impact potential
- 3) Transfer the Risk
  - a) Insurance
  - b) Third Parties – Vendors Contractors
- 4) Assumption

B. Business Hazards

- 1) Controls
- 2) Identification
- 3) Third Parties

C. Insurance

- 1) Property
- 2) Liability
- 3) Workers Compensations
  - a) Injured Employees
  - b) Return to Work
- 4) Costs and Ratings

D. Claims Management

E. Litigation

- 1) Defense of Claim
- 2) Request for Information
- 3) Judicial Process